

6 APP 1970

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CIA ARCHIVES AND RECORDS CENTER

6 April 1970

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Office of Logistics Procurement Note Number 34

1. In reply to your question as to whether we had any coordination on this, we did not. Also, do the procedures fit the A&RC operation? They do not.

2. The Form 140 is addressed to the C/A&RC, from the Office having responsibility for the records being offered for transfer. The A&RC procedures for receipting, statistical accounting, and referencing are geared completely to organizational elements and not to individuals involved. The same can be said for Vital Records.

3. If the Office of Logistics wants to be considered the "Office-of-record" and have control over the records retired or deposited, they should have instructed in Paragraph 2C and 3B that the forms 140 and 620 be completed as follows--The Form 140: FROM: OFFICE - LOGISTICS, DIVISION - PROCUREMENT, BRANCH - OEL TEAM, ETC. The Form 620: OFFICE OF ORIGIN: OL/PROC/OEL TEAM, OL/PROC/TSD TEAM, ETC.

4. As of this date, the A&RC has received the following job numbers and credited them for statistical accounting and control as follows:

70-92	TSD	3 cu. ft.
70-286	TSD	1 cu. ft.
70-404	OEL	2 cu. ft.
70-459	TSD	1 cu. ft.
70-588	TSD	1 cu. ft.
70-589	ORD	2 cu. ft.

Chief

25X1

SECRET

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